Township Setup

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Township Codes are used for tank location tracking and taxes. A township is tied to a tank on the *Tank Information* window. The Tank Counts by County/Township report shows a count by tank size over a specified date tank set range broken down by township with a grand total. The Customer List by County and Township report is a detailed version of the Tank Counts By County/Township report and gives customer information as well as total counts by county and township.

1. On the *Township Maintenance* window at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Township*, select **Create**. Optionally select a Township to make any necessary changes.



Division	Township Code	Name	Master Township Code	Master Township Name
1	1	HEND:WASHINGTON	10458	Washington township
1	999	NONE	0	
2	999	NONE	0	

2. Enter the *Division* for the Township.
3. In the *Township Code* field, enter a unique identifier. This can be up to three numeric characters.
4. Enter the *Name* of the Township and optionally enter the *Master Township Code* and *Master Township Name*.
5. Choose **Save**.